



TOWN OF TYNGSBOROUGH

Office of the Selectmen

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Selectmen's Meeting Minutes

Monday January 8, 2007

6:00 P.M.

Town Offices

Members present: Selectman Jay Booth, Selectwoman Jacqueline Schnackertz, Selectman Rich Lemoine and Selectwoman Karyn Puleo. Selectman Kevin O'Connor was not in attendance this evening due to illness. Also present: Town Administrator Rosemary Cashman and Admin Assistant Therese Gay.

The Board was introduced and the agenda read. The meeting was called to order.

1. 6:00 P.M. Government Study Commission Discussion

Selectwoman Schnackertz reviewed the Board's goal to appoint a government study commission to see if it is in the best interest of the citizen to change the present form of town government. Selectwoman Schnackertz introduced three guest speakers who were invited to share some insight on how best to proceed. Two of the three speakers are members of the Mass Municipal Managers Association and have served on government study committees in the past. The guest speakers are Mr. Rick Reed, Manager for the Town of Bedford, Mr. Bernie Lynch, City Manager of Lowell and Ms Mary Contreras of the Mass Dept of Housing and Community Development. The speakers shared their experiences from the types of government to the number of members on the committee. The commission could be compiled of existing town officials, former elected officials, private sector managers, and those who want a role in government. Selectmen may seek their own candidates and will request resumes and letters of interests. The time table should be about 18 months. The Board may want to look at model charters to start. The Board thanked the guests their insight was informative and helpful.

2. 7:00 P.M. Tri Board Meeting

The Board welcomed the School Committee and the Finance Committee to the first Tri-Board meeting of the budget cycle. School Committee Members present were Burt Buchman, Chairman, Bill Downing, Jeff Hunt, Martina Witt, Dave Hawkins, Superintendent of School and Joe Messina, School Business Manager. The Finance Committee members present were John Griffin, Chairman, Ken Times and Al Plante.

The tri-board meeting started with two presentations the first given by Peter Frazier, the Town's Financial Advisor, First Southwest Company, and the second presentation was given by Kenneth Strachan, General Manager from Municipal Benchmarking who did a presentation to the Finance Committee at their last meeting. Mr. Frazier gave a powerpoint presentation of the Municipal Credit Overview. And Mr. Strachman supplied information on his company's proposal for the a Municipal Yardstick if the Town chooses to hire Municipal Benchmarking for the Town's financial report.

The Board thanked the guest speakers for their presentation it was very informative and the information will be useful in preparing for the FY08 Budget.

The Board recessed for 10 minutes to allow the speakers to gather their material.

The tri-board meeting continued discussions. The Selectmen Chair read the time line that the Town Administrator provided. A brief discussion on insurance and there will be a better sense of what the revenue will be in May. The Board thanked the School Committee and the Finance Committee for attending this evening to start budget discussion for the FY08 budgets.

3. Other Business (if necessary)

A. Appointment of the Conservation Clerk

The Town Administrator recommend to the Board that they appoint Karen Steeves as the new Conservation Commission Clerk.

A motion was made by Selectwoman Schnackertz to appoint Karen Steeves as the Conservation Commission Clerk, second by Selectman Booth. The Board voted unanimously to appoint Karen Steeves.

B. Appointment to the Community Preservation Committee

The Conservation Commission voted to recommend Ed Smith to be the Commission's representative to the CPC.

A motion was made by Selectwoman Schnackertz to appoint Ed Smith as the Conservation Commission's representative to the CPC, second by Selectman Booth. The Board voted unanimously to appoint Ed Smith.

4. Correspondence

A motion was made by Selectwoman Schnackertz to accept the 17 pieces of mail, second by Selectman Lemoine. Note – the SEIU has requested to open contracts for negotiations. The Board voted unanimously to accept the correspondence.

5. Selectmen's Notes

6. Town Administrator's Notes

The Town Administrator is reviewing the budgets, capital requests, the sewer pump station contract has been awarded. For personnel, the Conservation Commission Clerk has been appointed, and we hope that the Director will be next. The Police Chief's position has been advertised. The COA Program Coordinator/Senior Aid position is open and we hope to be making the appointment next week.

7. Executive Session (If Necessary)

A motion was made by Selectwoman Schnackertz to enter into Executive Session to discuss Collective Bargaining and Litigation Strategy and to exit Executive Session to enter into open session only to adjourn, second by Selectman Lemoine.

Roll Call Vote - Selectman Jay Booth, yes; Selectwoman Jacqueline Schnackertz, yes; Selectman Rich Lemoine, yes; and Selectwoman Karyn Puleo, yes.

An agreement has been reached by the four unions and on-union on the use of the sick leave for Highway employee Douglas Corcoran. The memorandum of agreement has been prepared and the Board's signature is needed.

A motion was made by Selectwoman Schnackertz to approve the memorandum, second by Selectman Booth. The Selectmen unanimously approved the memorandum.

It was decided to meet on Thursday January 11, 2007 at 6 P.M. to discuss the grievance with the police union.

There was additional discussion on a personnel matter involving the Sewer Department. The Board will continue the discussion with the department management at a later date.

A motion was made by Selectwoman Schnackertz to exit Executive Session and to enter into open session only to adjourn, second by Selectman Lemoine.

Roll Call Vote - Selectman Jay Booth, yes; Selectwoman Jacqueline Schnackertz, yes; Selectman Rich Lemoine, yes; and Selectwoman Karyn Puleo, yes.

8. Adjournment

A motion was made by Selectman Lemoine to adjourn the meeting, second by Selectwoman Schnackertz. The Board adjourned the meeting at 9:30 P.M.

Respectfully submitted

Therese Gay
Admin Assistant

Approved on _____